



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

Board of Directors Meeting Agenda

Wednesday May 26, 2021

4:00pm

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Available online: www.trideltatransit.com

On March 12, 2020, in response to the increasing threat posed by the Coronavirus, California Governor Newsom issued Executive Order N-25-20 which suspends meeting requirements of the Brown Act and Bagley-Keene Act.

The order authorizes state and local bodies to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local or state agencies.

The Governor further ordered that "all requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived."

Members of the Board of Directors or members of the public can attend the meeting from a laptop or a phone:

Click to join Zoom Meeting:

<https://zoom.us/j/99420999810?pwd=d0NlVDdSYjhUQWJyclJjOHdWMG1RUT09>

OR

Go to: <https://zoom.us/join>, then enter meeting ID: 994 2099 9810. Then click join. Then enter passcode: 571719

OR

Dial: 1 669 900 6833 US
Meeting ID: 994 2099 9810

- Public comments can be submitted via e-mail to CEO@trideltatransit.org Comments received one hour prior to the meeting will be distributed to the members of the Board of Directors and summarized in the minutes.



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Board of Directors Meeting Agenda

Wednesday May 26, 2021

4:00pm

ECCTA Boardroom

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Please see the last page of this agenda for:

- Public comment guidelines
- Agenda, staff report, and document availability
- Americans with Disabilities Act information
- Limited English Proficiency (LEP) information
- Anticipated action by the Board of Directors

1. **Call to Order:** Chair Shanelle Scales-Preston
 - a. Roll Call

2. **Pledge of Allegiance**

3. **Public Comment**

While public comments are encouraged and taken very seriously, State law prevents the Board of Directors from discussing Items that are not on the meeting agenda. If appropriate, staff will follow up on public comments. Please see Public Comment Guidelines on Page 3 of this agenda.

4. **Chair's Report:** Chair Shanelle Scales-Preston

5. **Consent Calendar (ACTION ITEM):** Minutes, Financial Report, and Marketing Activities Report (*see attachment: tab #1*)
 - a. Minutes of the Board of Directors meeting of April 28, 2021
 - b. Financial Report
 - c. Marketing and Customer Service Activities Report

Requested Action: Approve items 5a, 5b, and 5c

6. **CEO's Report:** Jeanne Krieg
 - a. **Operations Report** (*see attachment: tab #2*)

Board of Directors:

City of Antioch

Lamar Thorpe

Monica Wilson

City of Brentwood

Joel Bryant

Barbara Guise

City of Oakley

Sue Higgins

Anissa Williams

City of Pittsburg

Merl Craft

Shanelle Scales-Preston*

Contra Costa County

Diane Burgis

Federal Glover

Member-at-Large

Ken Gray **

* Chair: FY 2020-21

** Vice-chair: FY 2020-21

**Board of Directors Meeting Agenda
Wednesday May 26, 2021**

7. ACTION and DISCUSSION ITEMS

- a. ACTION ITEM: Conflict-of-Interest Code Amendment**
(see attachment: tab #3)

Requested Action: Adopt Resolution #210526A which authorizes the Chief Executive Officer to amend the list of designated positions in Eastern Contra Costa Transit Authority's Conflict-of-Interest Code.

- b. ACTION ITEM: Drug and Alcohol Program Update**

Requested Action: Adopt Resolution #210526B authorizing the addition of USA Mobile Drug Testing as a collection site for drug and alcohol testing as required by the DOT and the FTA.

- c. ACTION ITEM: Installation of Electric Charging Stations**

Requested Action: Adopt Resolution #210526C authorizing the CEO to enter into a contract for the installation of two electric bus charging stations with El Camino Electrical Services for \$97,753, which includes a 10% contingency.

- d. ACTION ITEM: FY2021-2022 ECCTA Budget**
(see attachment: tab #4)

Requested Action: Adopt Resolution #210526D approving the proposed FY2021-2022 ECCTA operating and capital budget.

8. Board of Directors Comments

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to staff, or requesting a report be made at another meeting.

9. Adjourn

Next Meeting: June 23, 2021 at 4:00pm, 801 Wilbur Avenue, Antioch, CA 94509

Public Comment Guidelines:

- Persons requesting to address the ECCTA Board of Directors are requested to complete a Comment Request form and submit it to the clerk. If possible, please submit the form prior to the start of the meeting. At the appropriate time, the ECCTA chair will call on individuals to comment.
- During the public comment agenda item, the public is permitted to address the ECCTA Board of Directors on items that are on the consent calendar or items not on the agenda. Individuals may also make a request for future agenda items. No action or discussion may take place on any item not appearing on the posted agenda.
- If a person wishes to speak on a specific agenda item, the ECCTA chair will call on the individual when the agenda item is being discussed by the Board of Directors.
- Persons addressing the ECCTA Board of Directors are requested to limit their remarks to three (3) minutes unless an extension of time is granted by the chair, subject to approval of the ECCTA Board of Directors.

Agenda, staff report, and document availability:

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection the Friday before each regularly scheduled Board of Director's meeting at ECCTA's front desk located at 801 Wilbur Avenue, Antioch, California. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at ECCTA's front desk at the above referenced address during regular business hours.

Americans with Disabilities Act Information:

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available in the ECCTA parking lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II} Please help us accommodate individuals with EI-MSD and refrain from wearing scented products to this meeting. Please turn off any electronic paging device or cell phone.

Limited English Proficiency (LEP):

Any person with Limited English Proficiency (LEP) who requires language assistance to communicate with the Tri Delta Transit Board of Directors during the meeting should contact the CEO's Office at (925) 754-6622 or fax (925) 757-2530. Notification no fewer than 48 hours prior to the meeting will enable Tri Delta Transit to make reasonable arrangements to assure language assistance for this meeting.

Anticipated action by the Board of Directors:

The Board of Directors may take action on any item on the agenda, which action may consist of the recommended action, no action or a related action.

TAB 1

Agenda Item #5

Consent Calendar (ACTION ITEM): Minutes, Financial Report and
Marketing Activities Report

Board of Directors Meeting

Wednesday May 26, 2021

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

EASTERN CONTRA COSTA TRANSIT AUTHORITY
Antioch - Brentwood - Pittsburg - Oakley and Contra Costa County

MINUTES

April 28, 2021

The Eastern Contra Costa Transit Authority (ECCTA) meeting was called to order remotely via Zoom by Chair Shanelle Scales-Preston at 4:00 P.M.

Chair Scales-Preston announced that due to public health recommendations related to COVID-19, also known as coronavirus, and consistent with Contra Costa County's Shelter in Place Order as well as the Governor's Executive Order N-29-20, which suspends certain provisions of the Bagley-Keene Open Meeting Act and the Brown Act, the Tri Delta Transit Board meeting offered a Zoom and teleconferenced option for Boardmembers, staff members, and members of the public.

Chair Scales-Preston reported that the meeting was being recorded; General Counsel Ben Stock and scribe Anita Tucci-Smith were attending remotely and were on the telephone; those present and those on the telephone whether Boardmembers, staff, or members of the public were identified; and all votes were to be Roll Call votes.

ROLL CALL / CALL TO ORDER

BOARDMEMBERS

PRESENT: Joel Bryant (Brentwood); Diane Burgis (Contra Costa County); Merl Craft (Pittsburg); Federal Glover (Contra Costa County); Barbara Guise (Brentwood); Sue Higgins (Oakley); Lamar Thorpe (Antioch); Anissa Williams* (Oakley); Monica Wilson (Antioch); Ken Gray (Director-at Large/Vice Chair); and Shanelle Scales-Preston (Pittsburg/Chair)
*Arrived after Roll Call

ABSENT: None

STAFF PRESENT: Jeanne Krieg, Chief Executive Officer (CEO)
Steve Ponte, Chief Operating Officer (COO)
Agustin Diaz, Chief Financial Officer (CFO)
Ben Stock, General Counsel
Maria Arce, Chief Communications Officer
Kevin Moody, Director of Maintenance
Joe Chappelle, Manager of Administrative Services
DeAnna Perry, Manager of Accessible Services
Uriel Diaz, Special Project Analyst
Tania Babcock, Executive Assistant

OTHERS

PRESENT: Yevette McNeese, First Transit General Manager
Myeisha Williams, First Transit Assistant General Manager
Michael Daugelli, Board Alternate
Nancy Parent, Board Alternate
Carolyn Graham, Director, Discovery Bay Community Services District

PLEDGE OF ALLEGIANCE

Chair Scales-Preston led the Pledge of Allegiance.

PUBLIC COMMENT

Michael Daugelli complimented United Medical Transportation as a very much appreciated service.

Chief Executive Officer Jeanne Krieg explained that United Medical Transportation was one of the partners with the Mobility on Demand project along with Uber and Lyft.

CHAIR'S REPORT

There was no Chair's Report.

CONSENT CALENDAR

On motion by Director Thorpe, seconded by Director Glover, ECCTA Boardmembers adopted the Consent Calendar, as follows, which carried by the following Roll Call vote:

- A. Minutes of the Board of Directors meeting of March 24, 2021
- B. Financial Report
- C. Marketing and Customer Service Activities Report

AYES: Bryant, Burgis, Craft, Glover, Gray, Guise, Higgins, Thorpe, Wilson, Scales-Preston

NOES: None

ABSTAIN: None

ABSENT: Williams

CHIEF EXECUTIVE OFFICER'S REPORT

- A. Operations Report

Chief Executive Officer Jeanne Krieg highlighted what had occurred with Tri Delta Transit since the last meeting.

Ms. Krieg reported that Chief Communications Officer Maria Arce had resigned because she was moving out of the area, which was a great disappointment since Maria was being trained to be considered as her replacement when she retired. As a result, she had another plan and would work with next year's Chair and Vice Chair to move the recruiting and replacement process forward. In the meantime, Maria's position with the title Manager of Marketing & Customer Service had been posted and several promising applications had been received.

Ms. Krieg also reported that Administrative Assistant Carole Barerra would be retiring in July after 15 years with Tri Delta Transit, and after driving buses with former contractor Laidlaw for almost seven years. She stated a current employee would be promoted to Carole's position and recruitment for a new Customer Service Associate would start soon.

Ms. Krieg advised that the transformer installation project was proceeding, the A&E firm was working on the specs, and the Request for Bid for installation would be published soon with an expectation to bring a recommendation to the Board sometime this summer. She noted that the timing depended on PG&E's approval of the transformer. The project would support all future electric and hydrogen buses that were required to meet CARB's zero emission bus requirements. She reminded the Board that Tri Delta Transit was required to have a zero-emission bus fleet by 2040. The plan was to split the power generated by Tri Delta Transit's solar system between the current transformer next to the Administration Building and the new bus charging transformer allowing Tri Delta Transit to use all green energy in the future to charge all buses. When the new transformer had been installed, the power generated by the solar panels could be turned up to allow the building to become 70 percent solar powered. The project would help with future Low-Carbon Fuel Standard (LCFS) credits, taking the agency from netting \$4,000 a quarter to \$12,000 a quarter.

Ms. Krieg stated the two Proterra bus chargers would soon be installed to increase the bus charging capacity from four buses to 12 buses, again planning for the future. The funding for the project was coming from the Low Carbon Transit Operations Program (LCTOP) application the Board had approved last month. The other part of the application, the autonomous electric vehicle demonstration project, was still on track to begin this summer.

The Oakley Park & Ride lot construction started last week, requiring the removal of 13 trees (nine oaks and four scrub trees), 12 of which had to be removed to widen Main Street. The landscape plan for the project included 49 new oak trees. In addition, 107 other varieties of trees and smaller plants would equal over 40,000 square feet of landscape. The contractor was currently importing soil for the compacting and leveling stage of the project, expected to be complete in September in time for the planned return to full service.

Ms. Krieg updated the Clipper® Mobile App project where passengers could load their Clipper® card onto an iPhone or Apple Watch. An Android version would be available in late May.

With respect to other projects, Ms. Krieg stated the single-seat regional paratransit demonstration project with County Connection, WestCAT, and LAVTA where registered Americans with Disabilities Act (ADA)-certified customers could take a trip within Contra Costa County and to the Livermore Valley without being required to transfer had been going really well. She characterized the project as a great example of how smaller agencies could work together to provide the best service possible to its communities. She explained that the pilot program had been extended for six months and plans could be developed to expand the program into other areas.

Ms. Krieg referred to her report at the last meeting that community-directed funding, previously known as earmarks, had been reinstated after having been discontinued ten years ago. Two requests had been submitted to Congressman DeSaulnier and Congressman McNerney, and one of the requests for 25 buses to expand the Tri MyRide fleet would be split and submitted to the House Committee on Transportation and Infrastructure. If successful, transportation services could be provided to people who currently did not have access to transit. She explained that since the way traditional public transportation was being offered was not sustainable, it would be critical to consider creative options to meet the changing societal demands of the community.

With respect to creative options, Ms. Krieg referred to the Dynamic Personal Microtransit project the Board had supported last month. As a result of that support, it had gotten the interest of venture capital investors. She would join a meeting with East County city managers next month to talk next steps, and would continue to work with AMG and Glydways to research possible governance and operational plans. A demonstration of the Glydways vehicles had been planned for the first week of June at the Gomentum station in Concord and members of the Board would be invited to the demonstration once all the details had been determined.

Ms. Krieg stated the on-line booking option was now being offered to all of Tri Delta Transit's paratransit customers. She noted that acceptance had been slow but was picking up. As the population aged and more paratransit customers became accustomed to technology, she expected the program would become more popular.

With respect to the pandemic, Ms. Krieg reported that none of Tri Delta Transit's safety protocols had changed; everyone was still wearing masks and passengers were still required to wear masks. Hand sanitizers were still provided on all buses and Plexiglas driver barriers had been installed on all buses and vans. There had been no issues on the bus or in the facility.

Ms. Krieg reported that the American Public Transportation Association (APTA) had recently announced that the Annual Conference and EXPO would be held from November 7 to 10, 2021 in Orlando, Florida. Registration was not yet open and the level of interest was being sought to verify participation.

The Second Annual Shred-It event would be held on April 29 from 9:00 A.M. to 1:00 P.M.

ACTION AND DISCUSSION ITEMS

A. Authorization to File Funding Application

Chief Financial Officer (CFO) Agustin Diaz advised that each year there had to be an application with the Metropolitan Transportation Commission (MTC) for the allocation of Transportation Development Act (TDA) and State Transit Assistance (STA) funds, used for general operating expenses throughout the year. TDA funds were also used for capital projects and as a required local match. He requested that the Board adopt the resolution to authorize the CEO or her designee to file an application with MTC for the FY 2021-2022 allocation of TDA and STA funds.

On motion by Director Guise, seconded by Director Glover, ECCTA Boardmembers adopted Resolution 210428A which authorizes the Chief Executive Officer or her designee to file an application with the Metropolitan Transportation Commission for the FY 2021-2022 allocation of Transportation Development Act and State Transit Assistance funds, carried by the following Roll Call vote:

AYES: Bryant, Burgis, Craft, Glover, Gray, Guise, Higgins, Thorpe, Williams, Wilson,
Scales-Preston
NOES: None
ABSTAIN: None
ABSENT: None

B. Disposal of Buses and Miscellaneous Equipment

Manager of Administrative Services Joe Chappelle explained that on October 28, 2020, the Board had authorized the addition of four 2011 El Dorado paratransit buses to the vehicles to be auctioned off, which auction had been postponed due to the pandemic. Members of the East Contra Costa Transit Authority JPA had been given the opportunity to purchase the vehicles on a first-come first-served basis at \$5 each. Ultimately, three vehicles had been purchased by JPA members but in the meantime other miscellaneous equipment had reached the end of their useful life and had been added to the disposal auction. He sought authorization to add the post lifts, solar panels, and other miscellaneous equipment to the disposal auction along with the remaining El Dorado paratransit buses and Dodge Grand Caravan minivans.

On motion by Director Glover, seconded by Director Burgis, ECCTA Boardmembers adopted Resolution 210428B authorizing the addition of a set of four Rotary screw-type post lifts, fifteen solar panels, and other miscellaneous equipment to the upcoming disposal auction and supersede previously adopted Resolution 201028B, carried by the following vote:

AYES: Bryant, Burgis, Craft, Glover, Gray, Guise, Higgins, Thorpe, Williams, Wilson,
Scales-Preston
NOES: None
ABSTAIN: None
ABSENT: None

BOARD OF DIRECTORS COMMENTS

Comments from Boardmembers expressed well wishes to Maria Arce; urged everyone 16 and over to get vaccinated and thanked the County for its vaccination sites; and recognized Denim Day, an event in which people were encouraged to wear jeans (denim) to raise awareness of rape and sexual assault.

Director Craft reported that there had been one hundred percent vaccination of staff and trainees of the Future Build Pre-Apprentice Training Program that trained low-income East County residents in solar, energy and the construction trades. Because of that in-person training had resumed. She also highlighted a pilot program in outdoor recreation opportunities for seniors since the Senior Center remained closed, to be held at Small World Park in Pittsburg.

Director Burgis reported that the percentage of vaccinations for those 16 and older was close to 50 percent while 68 percent were partially vaccinated. Given the recent announcement that those who had been vaccinated did not have to wear a mask, she verified with Ms. Krieg that Tri Delta Transit would continue to require masks.

Director Glover identified the County's walk-up vaccination sites in Pittsburg and Antioch and explained that a combination of different vaccines would be available. He encouraged everyone to take advantage of the vaccines.

ADJOURNMENT

The meeting of the Eastern Contra Costa Transit Authority adjourned at 4:38 P.M. to May 26, 2021 at 4:00 P.M. in the ECCTA Administration Facility, 801 Wilbur Avenue, Antioch, California.

Respectfully submitted,

Anita L. Tucci-Smith

TRI DELTA TRANSIT
Income Statement - Comparison to Annual Budget
As of April 30, 2021
(unaudited)

	YTD Actual			YTD Budget			YTD Variance <i>favorable/(unfavorable)</i>			FY21 Full Year Budget			YTD % of Fiscal Year Budget		
	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR	ECCTA	FR	DR
OPERATING REVENUES															
Passenger Fares	\$ 448,341	\$ 173,189	\$ 275,152	\$ 1,686,666	\$ 1,363,162	\$ 323,504	\$ (1,238,325)	\$ (1,189,973)	\$ (48,352)	\$ 2,024,000	\$ 1,635,794	\$ 388,206	22%	11%	71%
Other Income	\$ 141,897		\$ 141,897	\$ 258,332	\$ 133,332	\$ 125,000	\$ (116,435)	\$ (133,332)	\$ 16,897	\$ 310,000	\$ 160,000	\$ 150,000	46%		95%
Total Operating Revenues:	\$ 590,238	\$ 173,189	\$ 417,049	\$ 1,944,998	\$ 1,496,494	\$ 448,504	\$ (1,354,760)	\$ (1,323,305)	\$ (31,455)	\$ 2,334,000	\$ 1,795,794	\$ 538,206	25%	10%	77%
OPERATING EXPENSES															
Purchased Transportation	\$ 11,794,771	\$ 9,039,411	\$ 2,755,360	\$ 14,026,926	\$ 10,057,605	\$ 3,969,321	\$ 2,232,155	\$ 1,018,194	\$ 1,213,961	\$ 16,832,314	\$ 12,069,127	\$ 4,763,187	70%	75%	58%
Materials and Supplies	\$ 1,990,581	\$ 1,586,370	\$ 404,211	\$ 3,288,591	\$ 2,698,575	\$ 588,016	\$ 1,296,010	\$ 1,112,205	\$ 183,805	\$ 3,943,911	\$ 3,238,291	\$ 705,620	50%	49%	57%
Salaries & Benefits	\$ 4,002,515	\$ 3,494,112	\$ 508,403	\$ 4,312,728	\$ 3,752,074	\$ 560,654	\$ 310,213	\$ 257,962	\$ 52,251	\$ 5,175,276	\$ 4,502,490	\$ 672,786	77%	78%	76%
Services	\$ 754,960	\$ 601,626	\$ 153,334	\$ 919,204	\$ 735,364	\$ 183,840	\$ 164,244	\$ 133,738	\$ 30,506	\$ 1,103,048	\$ 882,438	\$ 220,610	68%	68%	70%
Other	\$ 134,207	\$ 114,132	\$ 20,075	\$ 291,456	\$ 275,315	\$ 16,141	\$ 157,249	\$ 161,183	\$ (3,934)	\$ 349,750	\$ 330,379	\$ 19,371	38%	35%	104%
Casualty and liability insurance	\$ 460,261	\$ 414,746	\$ 45,515	\$ 515,366	\$ 479,291	\$ 36,075	\$ 55,105	\$ 64,545	\$ (9,440)	\$ 618,442	\$ 575,151	\$ 43,291	74%	72%	105%
Utilities	\$ 161,392	\$ 145,596	\$ 15,796	\$ 130,159	\$ 123,652	\$ 6,507	\$ (31,233)	\$ (21,944)	\$ (9,289)	\$ 156,193	\$ 148,384	\$ 7,809	103%	98%	202%
Taxes	\$ 15,567	\$ 12,626	\$ 2,941	\$ 19,987	\$ 17,574	\$ 2,413	\$ 4,420	\$ 4,948	\$ (528)	\$ 23,983	\$ 21,088	\$ 2,895	65%	60%	102%
Total Operating Expenses:	\$ 19,314,254	\$ 15,408,619	\$ 3,905,635	\$ 23,502,417	\$ 18,139,450	\$ 5,362,967	\$ 4,188,163	\$ 2,730,831	\$ 1,457,332	\$ 28,202,917	\$ 21,767,348	\$ 6,435,569	68%	71%	61%
NON-OPERATING REV															
Federal Funds	\$ 6,570,432	\$ 5,979,093	\$ 591,339	\$ 7,281,670	\$ 4,344,670	\$ 2,937,000	\$ (711,238)	\$ 1,634,423	\$ (2,345,661)	\$ 8,738,008	\$ 5,213,606	\$ 3,524,402	75%		17%
State Funds	\$ 12,032,422	\$ 9,080,607	\$ 2,951,815	\$ 12,025,497	\$ 10,531,587	\$ 1,493,910	\$ 6,925	\$ (1,450,980)	\$ 1,457,905	\$ 14,430,595	\$ 12,637,905	\$ 1,792,690	83%	72%	165%
Local Funds	\$ 1,624,567	\$ 664,762	\$ 959,805	\$ 720,485	\$ 237,760	\$ 482,725	\$ 904,082	\$ 427,002	\$ 477,080	\$ 864,584	\$ 285,313	\$ 579,271	188%	233%	166%
Inter-Operator Agreements	\$ 3,049,550	\$ 3,049,550	\$ -	\$ 1,524,773	\$ 1,524,773	\$ -	\$ 1,524,777	\$ 1,524,777	\$ -	\$ 1,829,730	\$ 1,829,730	\$ -	167%		167%
Interest & Other Misc Income	\$ 315,322	\$ 314,448	\$ 874	\$ 4,994	\$ 4,166	\$ 828	\$ 310,328	\$ 310,282	\$ 46	\$ 6,000	\$ 5,000	\$ 1,000	5255%	6289%	87%
Total Non-operating Revenues:	\$ 23,582,293	\$ 19,088,460	\$ 4,603,833	\$ 21,557,419	\$ 16,642,956	\$ 4,914,463	\$ 2,034,874	\$ 2,445,504	\$ (410,630)	\$ 25,868,917	\$ 19,971,564	\$ 5,897,363	91%	96%	76%
EXCESS REV/(EXP)	\$ 4,868,277	\$ 3,853,030	\$ 1,015,247	\$ -	\$ -	\$ -	\$ 4,868,277	\$ 3,853,030	\$ 1,015,247	\$ -	\$ -	\$ -			


Agenda Item #5b
Eastern Contra Costa Transit Authority
Board of Directors Meeting
May 26, 2021

Staff Report to ECCTA Board of Directors

Meeting Date: May 26, 2021

Agenda Item: Marketing/Communications Activities – Agenda Item #5c

Lead Staff: Maria Arce, Chief Communications Officer


Approved: Jeanne Krieg, Chief Executive Officer 

Tri Delta Transit continues to innovate and develop programs aimed to meet the growing needs of the community. Here are some of the projects and outreach Marketing has been working on and developing.

Clipper Mobile

Tri Delta Transit is working with MTC to promote the new mobile Clipper application which allows passengers to pay for their trip by tapping their Apple watch or phone. Clipper Mobile will be available on Android products soon. Promotions will be posted on the interior and exterior of buses.

CLIPPER[®]
on Apple Watch

Add Clipper to Apple Wallet 

CLIPPER. | 



Download the
Clipper app
to manage
your account!



Schedule Information

Marketing created a rack card to use in place of a printed schedule for schedule distribution partners. Over 75 Community Based Organizations display and distribute the Tri Delta Transit fixed route schedule. This new rack card will sit in place of printed schedules and alert passengers to the many resources for trip planning.



SCHEDULE INFORMATION INFORMACIÓN DEL HORARIO



FOR INFORMATION:

Print and view schedule:  TriDeltaTransit.com
Imprimir y ver el horario:

For trip planning and real-time information download the app:  [Transit](#)
Descarga la aplicacion:

Speak with a Tri Delta Transit representative:  **925-754-4040**
Hablar con un representante de Tri Delta Transit:

FARE INFORMATION:

For detailed information visit:  TriDeltaTransit.com
Para obtener información detallada, visite:

Tri Delta Transit accepts cash, Clipper or Tri Delta Transit bus passes for fare payment: 
Tri Delta Transit acepta efectivo, Clipper, o Tri Delta Transit pases de autobús para el pago de tarifas:

FOLLOW US (SÍGUENOS EN TODAS LAS REDES SOCIALES):



Bus Stop Watch

Last month Marketing began promoting the use of the app Tri Delta Watch to bus operators as a tool to report bus stop issues. In the past, operators used a paper form to describe bus stop concerns such as garbage, vandalism, or missing signage at stops. The application allows an operator to send a photo and location which enables staff to quickly and efficiently respond to bus stop concerns. Operators have adopted the application and bus stop submissions have gone from 3 reports last month to 32 reports this month.



WiFi

Tri Delta Transit passengers are now able to access free WiFi on all fixed route, paratransit, and Tri MyRide vehicles. On April 26, 2021, a press release was sent out announcing the installation and has been followed up with an advertising campaign that includes social media, print ads, and geotargeted messaging.



Ongoing campaigns

Social Media: Tri Delta Transit has a consistent social media presence and the feedback from posts provides a gauge to identify topics that interest the community. In May, a post about Route 300 reached 11,169 impressions on Twitter and the Earth Day post had over 2,500 impressions.

Clipper Card giveaway: Tri Delta Transit continues to fulfill requests for a free Clipper Cards. To date, 673 requests have been submitted.

WiFi on Wheels: Tri Delta Transit is offering Community Based Organizations the opportunity to sign up for 3-hour blocks of free WiFi at their site. Marketing has received three requests and is working with these community partners to determine how mobile WiFi can work best for their clients and customers.

Paratransit: In recent months Tri Delta Transit has increased the technological offerings to registered paratransit passengers. Mobility on Demand now includes Uber among its list of optional transportation services. Easy Book, an on-line paratransit booking system is available to paratransit passengers. Paratransit vehicles are WiFi enabled. Marketing is creating a direct mail piece to current paratransit passengers that will alert them to this new on-line booking system, WiFi installation, and Mobility on Demand.

Easy Book 
On-line bookings for Tri Delta Transit Paratransit

Upcoming campaigns:

School Pool: Tri Delta Transit is working with 511CC to welcome students back to public transit in the fall. This program allows qualified students to receive one 20-ride pass in the fall. There will be an updated campaign and application.

New schedule: Marketing is beginning the process of designing and printing an updated fixed route bus schedule. The projected effective date is August 30, 2021.

Happy Birthday Tri Delta Transit: Tri Delta Transit began operating service on June 6, 1977. In recognition of this milestone, Marketing is working on a social media post and geo-targeted advertisement featuring a few photos from Tri Delta Transit in 1977.

TAB 2

Agenda Item #6a
CEO's Report

Board of Directors Meeting

Wednesday May 26, 2021

ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509



Chief Executive Officer's Report

May 2021

COVID-19 – Recovery

- Masks continue to be required on all buses and in the Tri Delta Transit facility. We will continue to follow guidance from the Department of Transportation which currently states that masks are required on buses until September 13th.
- Bus capacity is being increased to 50% by most bay area transit operators.
- Tri Delta Transit's app, *Transit*, provides crowding information to customers (in addition to real-time bus information, ETAs, trip planning, and step-by-step navigation).
- Fixed route ridership is slowly increasing slightly and is now 60% of pre-pandemic levels. Nationally, ridership is 45% of pre-pandemic levels.
- Paratransit ridership has increased to 52% of pre-pandemic levels.
- So far, Tri Delta Transit has been allocated \$10.1 million in COVID relief funding. MTC is determining how the next round of funding will be allocated.
- BART is returning to full service on August 30th. Tri Delta Transit will adjust bus schedules accordingly. (During the pandemic, no Tri Delta Transit routes were eliminated. Frequency was reduced by 30%.)

COVID-19 -- Response

- Signs regarding masks and social distancing have been placed on all buses.
- All Tri Delta Transit buses, cars, and vans are cleaned and disinfected each evening by our maintenance staff.
- All employees have their temperature taken when they enter the building. Anyone over 100.4 will be sent home.
- Hand sanitizer dispensers and shields have been installed on all buses.
- Seals indicating ECCTA's certification in APTA's Health and Safety Commitments Program have been installed on all buses.
- All employees have access to gloves, masks, and hand sanitizer.
- Masks are provided to passengers who do not have one.
- Data is being collected and reported to MTC for a dashboard indicating compliance with specific standards. These include customer masks, operator masks, social distancing, and contact tracing.
- We continue to work with Contra Costa County to operate special shuttle service transporting homeless individuals from shelters to motels. Demand for this service has decreased to a couple of trips/week.

Projects

- Facility auction
- Oakley Park & Ride Construction (expected completion: September 2021)
- Recruitment for:
 - Customer Service Associate
- One-seat regional paratransit pilot program (pilot extended for six additional months)
- Glydways Dynamic Personal Microtransit East County project
- MTC's Blue Ribbon Task Force recommendations
- On-line paratransit scheduling
- Clipper Start program
- Schedule change in late August
- Tri Delta Transit website update
- Marketing WiFi availability on all buses
- Hydrogen fueling station (looking for a source of funds)
- Autonomous vehicle demo (June 2021)
- Expansion of Tri MyRide service area
- Hydrogen bus procurement
- System redesign project
- Phase II: UC Berkeley's PATH IDTO project
- Mobile Emergency Operations bus construction
- CCTA's Design Alternative Assessment for SR4 from I-680 to Hillcrest
- Policy manual update
- Facility electric grid upgrade
- Reinstating Uber on the Mobility on Demand program

Clipper Start

MTC is working toward extending the Clipper Start pilot to June 30, 2023. This is the program that offers discounted fares to low income passengers.

Pending

- Shelter installation
- Bus wash blower
- Lo-No grant
 - Hydrogen buses & station
- Earmark requests:
 - Expansion of Try MyRide
 - Hydrogen fueling station
 - Antioch Park & Ride (CCTA)
- CCTA planning grant: transit corridor between Hillcrest & Marsh Creek
- Clipper: next generation
 - Funding agreement
 - Site visits for hardware placement
 - Acceptance on paratransit
- Service to Brentwood LMC campus (ON HOLD through Fall 2021)
- Zero emission bus plan implementation
- Transportation Development Act reform
- First Transit acquisition by EQT Infrastructure

Facility Auction

The auction approved by the Board of Directors during the April board meeting is open. Sealed bids will be accepted until 3pm on Monday June 14th. The following items can be viewed 9am-4pm on 5/24 and 5/27:

- three Dodge Grand Caravan minivans
- two El Dorado paratransit buses
- 15 320-watt solar panels
- six hanging LED shop lights
- one set of 4 post lifts
- six adjustable height jack stands
- four toner cartridges

State Budget

Governor Newsom released his updated Fiscal Year 2021-22 budget -- called the "May Revise" -- based on the latest economic forecasts. At the heart of the budget is the Governor's proposed investment of \$100 billion in new economic stimulus -- dubbed the "*California Comeback Plan*" which includes investments in transportation, totaling \$11 billion. Some of the transportation projects are:

- Zero-Emission Buses and Trucks -- \$1.4 billion to demonstrate and purchase or lease "green" buses and trucks.
- Priority Transit and Rail Projects -- \$1 billion for transit and rail projects statewide that improve rail and transit connectivity between state and regional/local services.
- Zero-Emission Rail and Transit Equipment Purchase and Infrastructure -- \$407 million to demonstrate and purchase or lease state-of-the-art clean bus and rail equipment and infrastructure that eliminate fossil fuel emissions and intercity rail and intercity bus frequencies.
- High Priority Grade Separations and Grade Crossing Improvements -- \$500 million to support critical safety improvements throughout the state.
- High-Speed Rail -- \$4.2 billion to complete high-speed rail construction in the Central Valley, advance work to launch service between Merced and Bakersfield, advance planning and project design for the entire project, and leverage potential federal funds.
- Active Transportation -- \$500 million to General Fund to advance projects that increase the proportion of trips accomplished by walking and biking, increase the safety and mobility of non-motorized users, advance efforts to regional agencies to achieve GHG goals.

Beyond these direct investments in public transit, the May Revise proposes to help transportation agencies tackle homelessness and litter on public property. The May Revise includes the new *Clean California Initiative* in which Caltrans will partner with local governments (including transit agencies) in a statewide beautification effort.

New Employee

Leeann Loroño has been selected as the Manager of Customer Service and Marketing. She is replacing Maria Arce who moved out of the area with her family.

Leeann most recently worked as the Director of Operations and Communications with the Pittsburg Chamber of Commerce. She lives in Brentwood and her background includes marketing and senior management positions with Alameda County Meals on Wheels, Contra Costa Humane Society, City of Oakley, and Main Street Martinez.

Clipper Mobile App

In addition to iPhones and Apple Watches, Clipper can now be loaded on Google Pay. Passengers can transfer their plastic Clipper card to their Android phone or Apple device.

FYI

Amenities at Tri Delta Transit's bus stops in east county include:

- 204 benches
- 68 shelters
- 111 trash cans

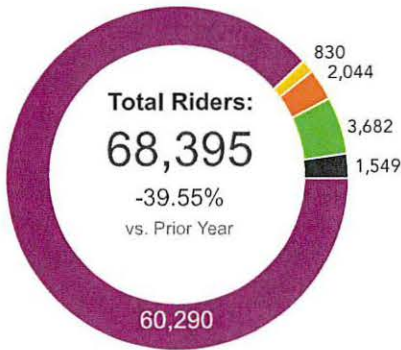
Services Offered

- Fixed route
- Senior paratransit
- ADA paratransit
- Mobility on Demand
- Tri MyRide
- MedVan



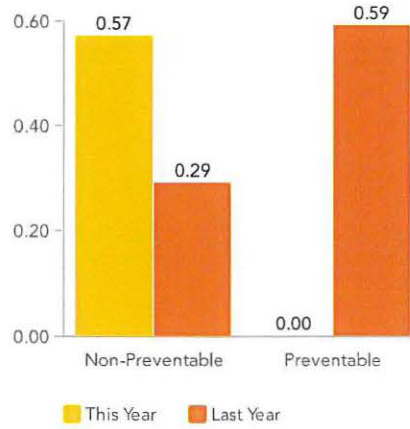
Performance Summary

Ridership

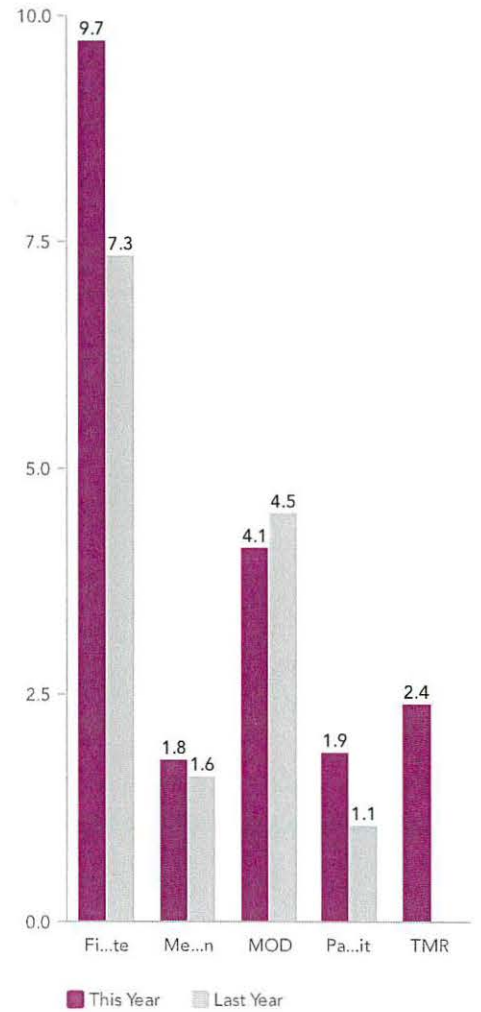


- Fixed Route
- MedVan
- MOD
- Paratransit
- TMR

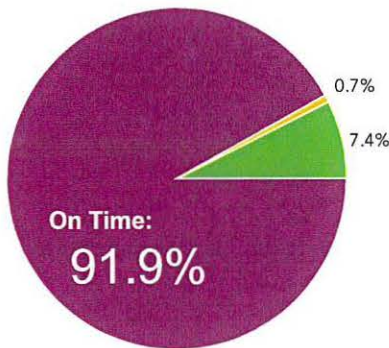
Accidents / 100K Miles



Passengers Per Revenue Hour

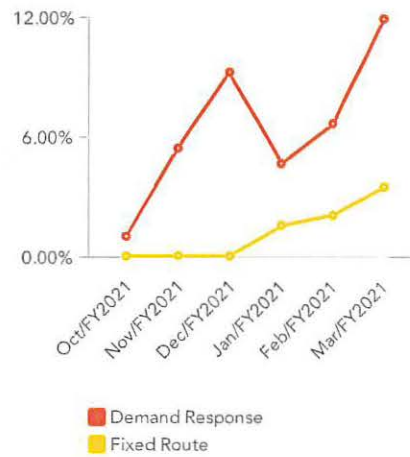


On Time Performance



- On Time
- Early
- Late

Cost Recovery Ratio

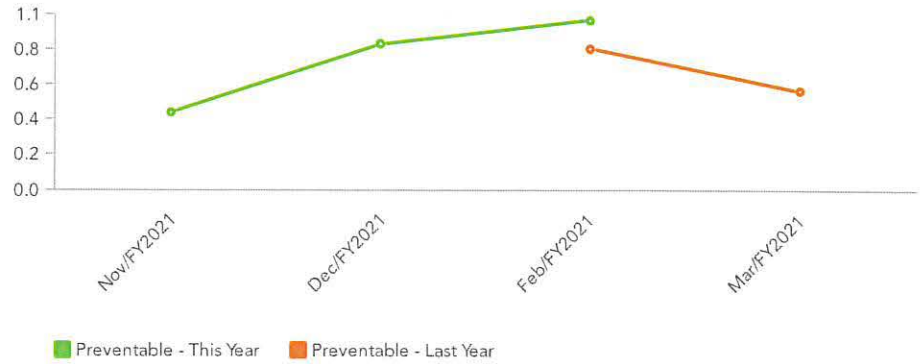


Safety Performance

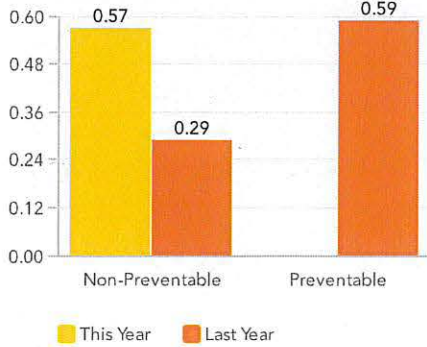
Preventable Accident Report

	Accidents	Per 100,000 Miles
Nov/FY2021	1	0.46
Dec/FY2021	2	0.87
Feb/FY2021	2	1.01
YTD 2020	2	0.59
YTD Change	No data	

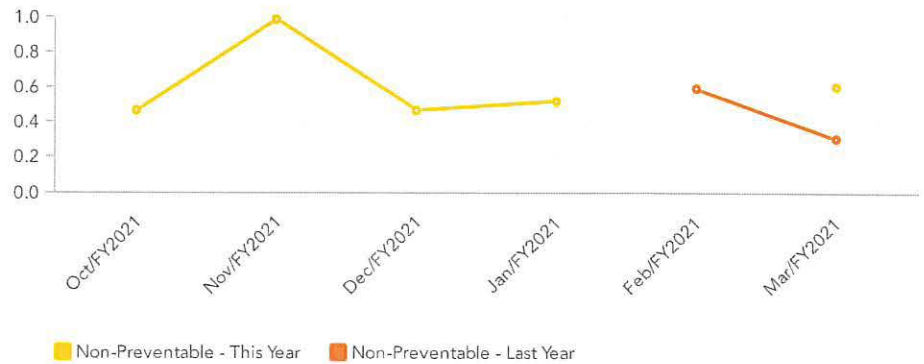
Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



Year To Date - System Wide Accidents Per 100,000 Miles

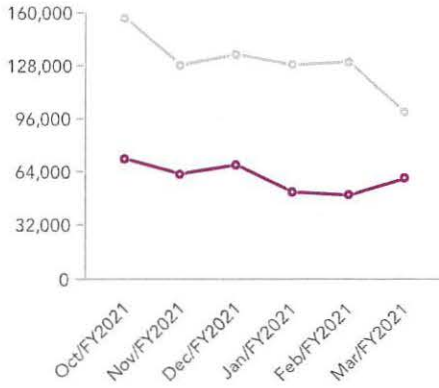


Non-Preventable Accidents Per 100,000 Miles Last Six Months - System Wide



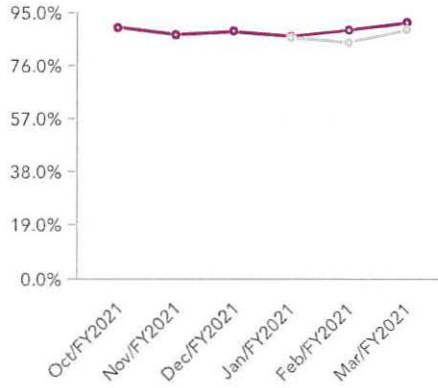
Fixed Route Performance

Total Ridership



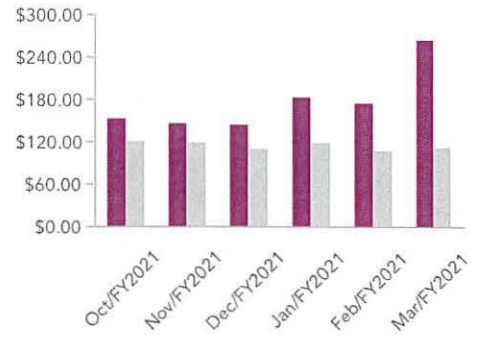
■ This Year ■ Last Year

On Time Performance



■ This Year ■ Last Year

Operating Cost Per Revenue Hour

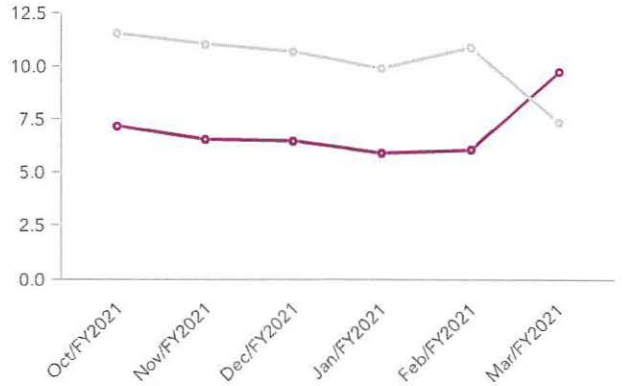


■ This Year ■ Last Year

YTD Report - Fixed Route

Metric	This Year	Prior Year	% Change
Customer			
Complaints Per 100k Riders	29.86	52.98	-43.6%
Service			
% of Trips On Time	91.28	88.69	+2.9%
Ridership Per Rev. Hour	9.71	7.34	+32.3%
Roadcalls Per 100k Miles	0.00	0.00	
Financial			
Operating Costs Per Rev. Hour	264.30	111.89	+136.2%
Ridership			
Ridership	60,290.00	100,031.00	-39.7%

Passengers Per Revenue Hour



■ This Year ■ Last Year

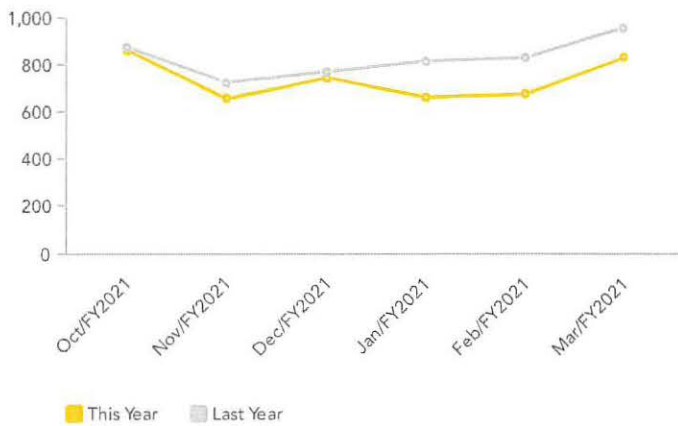
MedVan, Paratransit, and MOD Performance

YTD Report

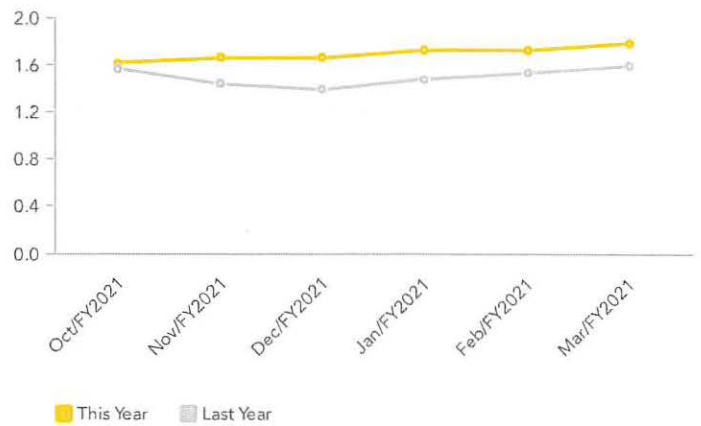
MedVan

	Metric	This Year	Prior Year	% Change
Customer Service	Complaints Per 100k Riders	0.00	420.17	-100.0%
	% of Trips On Time	95.61	84.34	+13.4%
	Ridership Per Rev. Hour	1.78	1.59	+11.9%
Financial	Roadcalls Per 100k Miles	0.00	0.00	
	Operating Costs Per Rev. Hour	119.76	56.93	+110.4%
Ridership	Ridership	830.00	952.00	-12.8%

Total Ridership



Passengers Per Revenue Hour

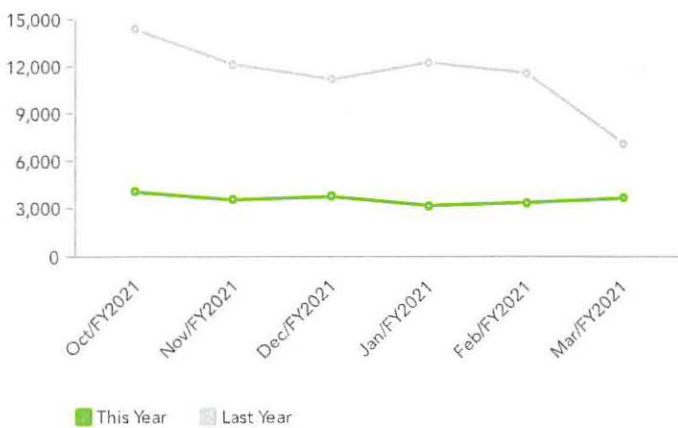


YTD Report

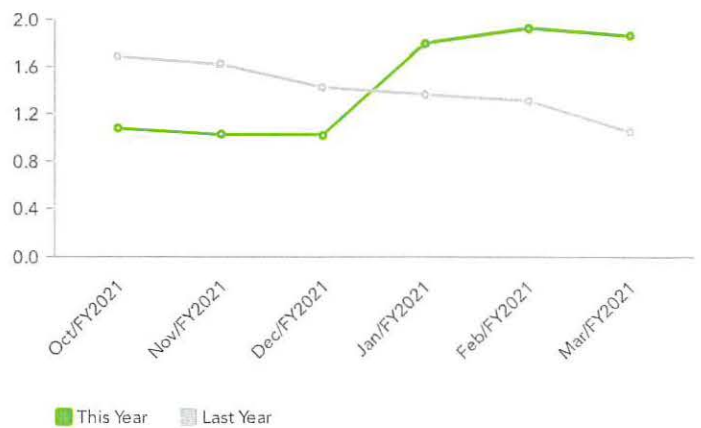
Paratransit

	Metric	This Year	Prior Year	% Change
Customer Service	Complaints Per 100k Riders	54.32	325.13	-83.3%
	% of Trips On Time	96.28	61.38	+56.9%
	Ridership Per Rev. Hour	1.86	1.05	+77.1%
Financial	Roadcalls Per 100k Miles	0.00	0.00	
	Operating Costs Per Rev. Hour	119.92	56.70	+111.5%
Ridership	Ridership	3,682.00	7,074.00	-48.0%

Total Ridership



Passengers Per Revenue Hour

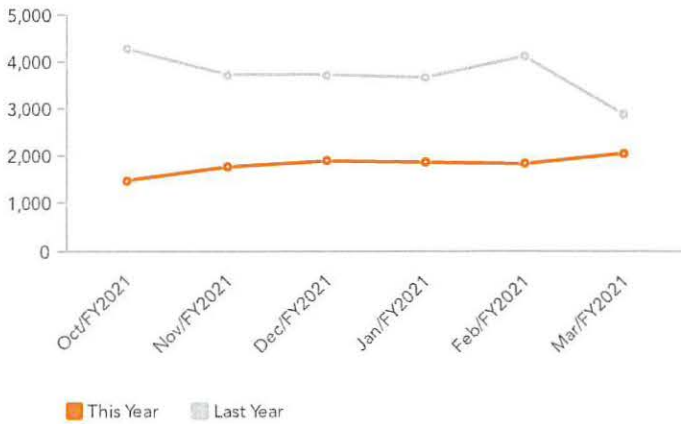


YTD Report

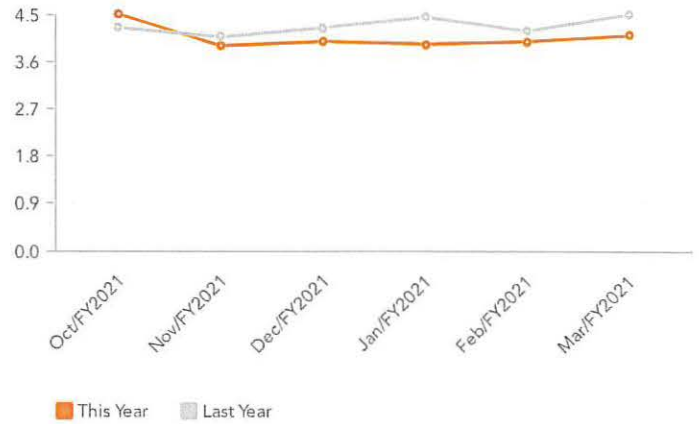
MOD

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	0.00	0.00	
Service	Ridership Per Rev. Hour	4.11	4.50	-8.7%
Financial	Operating Costs Per Rev. Hour	116.68		
Ridership	Ridership	2,044.00	2,870.00	-28.8%

Total Ridership



Passengers Per Revenue Hour

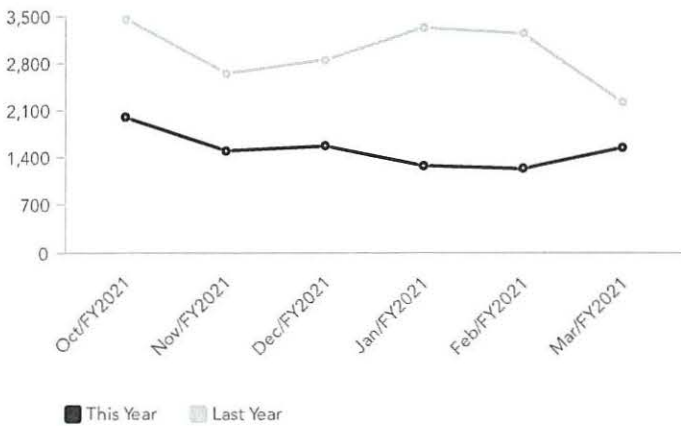


YTD Report

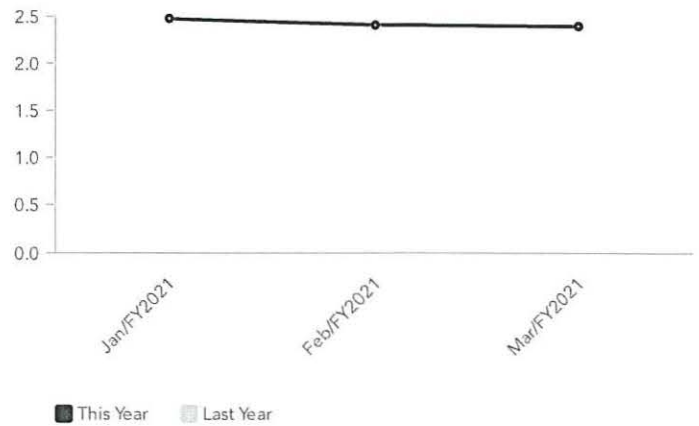
TMR

	Metric	This Year	Prior Year	% Change
Customer	Complaints Per 100k Riders	64.56	90.09	-28.3%
Service	Ridership Per Rev. Hour	2.39		
Financial	Operating Costs Per Rev. Hour	114.72		
Ridership	Ridership	1,549.00	2,220.00	-30.2%

Total Ridership



Passengers Per Revenue Hour



TAB 3

Agenda Item #7a

ACTION ITEM: Conflict-of-Interest Code Amendment


Resolution #210526A

Board of Directors Meeting

Wednesday May 26, 2021

**ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509**

Staff Report to ECCTA Board of Directors

Meeting Date: May 26, 2021
Agenda Item: Conflict-of-Interest Code Amendment -- Agenda Item #7a
Lead Staff: Tania Babcock, Executive Assistant
Approved: Jeanne Krieg, Chief Executive Officer 

Due to a recent title change to a position listed in ECCTA's Conflict-of-Interest Code, ECCTA is required to amend the Conflict-of-Interest Code and then submit the amended Conflict-of-Interest Code to the Clerk of the Board of Supervisors of Contra Costa County. The following change needs to be made to the list of designated positions:

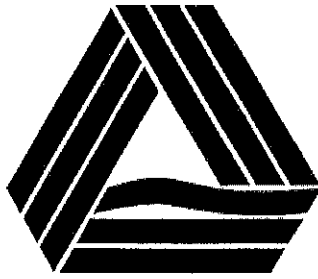
The job title of "Chief Communications Officer" will be revised to "Manager of Customer Service and Marketing."

With this change, ECCTA's list of designated positions on its Conflict-of-Interest Code will read:

- Board of Directors and alternates
- Chief Executive Officer
- Chief Operating Officer
- Chief Financial Officer
- Manager of Customer Service and Marketing
- Manager of Administrative Services
- Director of Maintenance
- Facilities Manager
- Consultants that provide legal, financial, professional, and technical advice

Requested Action

Accept Resolution #210526A authorizing the Chief Executive Officer to amend the list of designated positions in Eastern Contra Costa Transit Authority's (ECCTA) Conflict-of-Interest Code.



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

RESOLUTION #210526A Conflict-of-Interest Code Amendment

Resolution #210526A authorizes the Chief Executive Officer to amend the list of designated positions in Eastern Contra Costa Transit Authority’s (ECCTA) Conflict-of-Interest Code.

WHEREAS, if there is a title change to a position listed in ECCTA’s Conflict-of-Interest Code, ECCTA is required to amend the Conflict of Interest Code;

WHEREAS, ECCTA revised the title of one job position listed in the Conflict-of-Interest Code; and

WHEREAS, the revision is:

“Chief Communications Officer” to “Manager of Customer Service and Marketing.”

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt resolution #210526A authorizing the CEO to amend the list of designated positions in ECCTA’s Conflict-of-Interest Code.

BE IT FURTHER RESOLVED ECCTA’s Conflict-of-Interest Code will now read:

- Board of Directors and alternates
- Chief Executive Officer
- Chief Operating Officer
- Chief Financial Officer
- Manager of Customer Service and Marketing
- Manager of Administrative Services
- Director of Maintenance
- Facilities Manager
- Consultants that provide legal, financial, professional, and technical advice

PASSED AND ADOPTED THIS 26th day of May 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Shanelle Scales-Preston, Chair

Jeanne Krieg, CEO

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTIONS: _____

TAB 4

Agenda Item #7b

ACTION ITEM: Drug and Alcohol Program Update

Resolution #210526B


Board of Directors Meeting

Wednesday May 26, 2021

ECCTA Boardroom

801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 26, 2021
Agenda Item: Drug and Alcohol Program Update – Agenda Item #7b
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

ECCTA is required by the Department of Transportation (DOT) and the Federal Transit Administration (FTA) to perform random drug and alcohol testing of its safety-sensitive employees. These tests should be conducted throughout all hours of safety-sensitive operation, including hours that would be considered after normal business hours (i.e. after 5 p.m.).

ECCTA currently uses Frigard Chiropractic in Antioch as its sole collection site for random drug and alcohol tests.

Considerations

To better facilitate the collection of random drug and alcohol testing, and to allow for more flexibility in how we comply with the requirements set forth by the DOT and FTA, using a second company to handle testing after hours would be convenient. To that end, ECCTA has been in contact with USA Mobile Drug Testing. They are properly trained and regularly perform after-hours collections.

New forms have been created and the company's contact information has been added to ECCTA's Drug and Alcohol Program.

Requested Action

Adopt Resolution #210526B authorizing the addition of USA Mobile Drug Testing as a collection site for drug and alcohol testing as required by the DOT and the FTA.



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

RESOLUTION #210526B Drug and Alcohol Program Update

Resolution #210526B authorizes the addition of USA Mobile Drug Testing as a collection site to ECCTA’s Drug and Alcohol Program.

WHEREAS, ECCTA is required to perform random drug and alcohol testing throughout all hours of safety-sensitive operation; and

WHEREAS, ECCTA currently uses a single collection site for its drug and alcohol tests; and

WHEREAS, ECCTA would like to add USA Mobile Drug Testing as a second collection site for drug and alcohol tests; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #210526B authorizing the addition of USA Mobile Drug Testing as a collection site for drug and alcohol testing as required by the Department of Transportation and the Federal Transit Administration.

PASSED AND ADOPTED THIS 26th day of May 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Shanelle Scales-Preston, Chair

Jeanne Krieg, Chief Executive Officer

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTIONS: _____

TAB 5

Agenda Item #7c

ACTION ITEM: Electric Charging Station Installation


Resolution #210526C

Board of Directors Meeting

Wednesday May 26, 2021

**ECCTA Boardroom
801 Wilbur Avenue, Antioch, CA 94509**

Staff Report to ECCTA Board of Directors

Meeting Date: May 26, 2021
Agenda Item: Electric Charging Station Installation – Agenda Item #7c
Lead Staff: Joe Chappelle, Manager of Administrative Services
Approved: Jeanne Krieg, Chief Executive Officer 

Background

On January 25, 2017, the Board of Directors approved a contract to Long Electric Company for the installation of six electric vehicle chargers, as well as the infrastructure for future additional chargers as part of ECCTA's efforts to comply with the State of California's zero emission goals. Funding now exists for the installation of two more electric bus chargers which allowed ECCTA to put the project out to bid.

Process

- April 15, 2021: IFB 2021-02 for the installation of two electric bus chargers was mailed to 18 firms, publicly advertised, and posted on ECCTA's website.
- April 26, 2021: Five firms attended a pre-bid meeting.
- May 17, 2021: ECCTA received six responsive bids from:
 - Bockmon & Woody
 - Ray's Electric
 - St. Francis Electric
 - ELLA
 - Radman Electric
 - El Camino Electrical Services

El Camino Electrical Services was the lowest, responsible bidder with a bid price of \$88,866.

Requested Action

Adopt Resolution #210526C authorizing the CEO to enter into a contract for the installation of two electric bus charging stations with El Camino Electrical Services for \$97,753, which includes a 10% contingency.



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

RESOLUTION #210526C **Authorization for Award of Contract for** **Installation of two Bus Charging Stations**

Resolution #210526C authorizes the CEO to enter into a contract for the installation of two electric bus charging stations with El Camino Electrical Services.

WHEREAS, ECCTA has the infrastructure for additional electric bus charging stations; and

WHEREAS, on April 15, 2021, ECCTA advertised IFB #2021-02 and mailed it to 18 firms; and

WHEREAS, six responsive bids were received; and

WHEREAS, El Camino Electrical Services is the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Contra Costa Transit Authority to adopt Resolution #210526C authorizing the CEO to enter into a contract for the installation of two electric bus charging stations with El Camino Electrical Services for \$97,753, which includes a 10% contingency.

PASSED AND ADOPTED THIS 26th day of May 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Shanelle Scales-Preston, Chair

Jeanne Krieg, Chief Executive Officer

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTIONS: _____

TAB 6

Agenda Item #7d

ACTION ITEM: FY2021-2022 ECCTA Budget

Resolution #210526D

Board of Directors Meeting

Wednesday May 26, 2021

ECCTA Boardroom


801 Wilbur Avenue, Antioch, CA 94509

Staff Report to ECCTA Board of Directors

Meeting Date: May 26, 2021

Agenda Item: Proposed FY2021-2022 ECCTA Budget – Agenda Item #7d

Lead Staff: Agustin Diaz, Chief Financial Officer

Approved: Jeanne Krieg, Chief Executive Officer 

The proposed balanced and fully-funded FY2021-2022 operating and capital budget was developed using projected service levels, revenue sources and planned projects.

Operating Budget Components

Operating Revenue

Operating revenues are divided into the following categories:

1. Non-Fund Operating (fares, advertising sales, BART DR contract)
2. Federal Operating
3. Transportation Development Act (TDA) and State Transit Assistance (STA) funds
4. BART Feeder Bus (STA)
5. Low Carbon Transit Operations Program (LCTOP)
6. Regional Measure 2 (RM2)
7. Measure J

Operating Expenses

Operating expenses are divided into the following categories:

1. Purchased Transportation (First Transit operations contract and Mobility on Demand)
2. Materials and Supplies (fuel, tires, and other materials and supplies)
3. Salaries and Benefits
4. Services (professional and technical service, custodial, temporary help and contract maintenance service)
5. Casualty and Liability
6. Utilities
7. Taxes (property and diesel fuel tax)
8. Miscellaneous (dues, subscriptions, travel and advertising)

Operating Budget Process

The budget is driven by the projected miles, hours and passengers for each mode of service. From that point, everything else is derived from actual expenses such as purchased transportation, fuel, tires, insurance and taxes.

Revenue

- The Metropolitan Transportation Commission (MTC) issued their annual estimate and proposed apportionment and distribution of funds. Additionally, the Contra Costa Transportation Authority (CCTA) apportioned STA and Measure J operating funds for FY2021-2022. Those revenue estimates were used as a guide to create the proposed budget for FY2021-2022 operating and capital projects.
- The previous year-to-date average fare per passenger was used to calculate fare revenue (\$1.01 for fixed-route, \$2.57 for demand response and \$16.83 for MedVan).
- Federal operating revenues include our regular apportionment of ADA operating assistance and also include general operating assistance from CRRSAA stimulus funds.
- Other revenue sources remain the same.

Expenses

ECCTA's budgeted expenses are based on the current year actual expenses with the following adjustments:

- Purchased Transportation – beginning July 1, 2021 the operations contract will have a fixed annual cost of \$2,753,381 and will have a variable cost of \$52.50 per service hour. Service hours will return to pre-pandemic level in September 2021.
- Materials and Supplies – it is projected that fuel costs will increase significantly.
- Salaries and Benefits – staffing levels have remained consistent. A 4% inflation buffer has been included in the proposed budget.
- Services – significant increase due to new software programs, software maintenance and increased costs due to COVID operations.
- Casualty and Liability – uses actual costs for insurance from the First Transit operations contract and a 15% increase for other insurance premiums.
- Utilities – increased by 3%.
- Taxes – based on current property tax rate and projected diesel fuel usage.
- Miscellaneous – a significant increase as we resume travel/conferences and increase advertising including the printing of new schedules.

The proposed operating budget is \$27,596,772

Capital Budget

The capital budget is either fully-funded with TDA capital funding or the TDA capital funding serves as a local match to another fund source. In FY2021-2022 all TDA capital will be used as local match. Here are the proposed projects for FY2021-2022:

	Local Match	Total Cost
Hydrogen Fueling Station (if awarded competitive grant)	\$2,501,457	\$7,216,156
Replace 8 fixed-route diesel buses	\$1,152,000	\$5,933,521
25 Tri MyRide Bus Expansion (if awarded competitive grant)	\$440,000	\$2,200,000
Replace 2 maintenance trucks	\$10,000	\$85,000
TOTAL	\$4,103,457	\$15,434,677

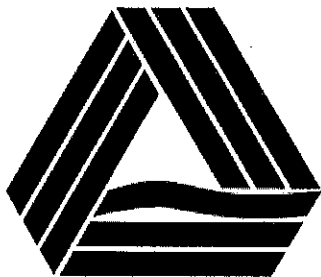
Total Budget

ECCTA's proposed fully-funded FY2021-2022 operating budget is \$27,596,772

ECCTA's proposed fully-funded FY2021-2022 capital budget is \$15,434,677

Requested Action

Adopt Resolution #210526D approving the proposed FY2021-2022 ECCTA operating and capital budget.



TRI DELTA TRANSIT

Eastern Contra Costa Transit Authority
801 Wilbur Avenue • Antioch, California 94509
Phone 925.754.6622 Fax 925.757.2530

RESOLUTION #210526D ADOPTION OF THE FISCAL YEAR 2021-2022 OPERATING AND CAPITAL BUDGET

WHEREAS, the County of Contra Costa and the cities of Antioch, Brentwood, Oakley and Pittsburg (hereinafter "Member Jurisdictions) have formed the Eastern Contra Costa Transit Authority ("ECCTA"), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, the adoption of an operating and capital budget is required by the Joint Exercise of Powers Agreement and Bylaws of ECCTA, and is necessary for obtaining both Federal, State and Local funds to support ECCTA's transit program; and

WHEREAS, the Chief Executive Officer or her designee have prepared and presented to the Board of Directors a proposed final Operating Budget for Fiscal Year 2021-2022 in the amount of \$27,596,772, which sets forth the projected revenues and expenses associated with ECCTA's operating and maintenance program; and

WHEREAS, the Chief Executive Officer or her designee have prepared and presented a proposed final Capital Budget for Fiscal Year 2021-2022 in the amount of \$15,434,677.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Eastern Contra Costa Transit Authority adopts the Operating and Capital budget for Fiscal Year 2021-2022, a copy of which is attached and incorporated by this reference; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer or her designee is directed to submit this budget to the Metropolitan Transportation Commission, together with a copy of this resolution at the earliest practicable date.

PASSED AND ADOPTED THIS 26th day of May 2021, by the following votes:

EASTERN CONTRA COSTA TRANSIT AUTHORITY

Shanelle Scales-Preston, Chair

Jeanne Krieg, CEO

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTIONS: _____

		FY19 Actual	%	FY20 Actual	%	FY21 Budget	%	FY21 Estimate	%	FY22 Budget	%
REVENUES											
Fares		2,063	10%	1,732	7%	1,824	6%	503	2%	1,394	5%
Advertising Sales		150	1%	187	1%	160	1%	0	0%	160	1%
BART DR Service Reimbursement		110	1%	148	1%	150	1%	150	1%	195	1%
<u>Total Operating Sources:</u>		<u>2,323</u>	<u>11%</u>	<u>2,067</u>	<u>9%</u>	<u>2,134</u>	<u>8%</u>	<u>653</u>	<u>3%</u>	<u>1,749</u>	<u>6%</u>
Federal		347	2%	1,174	5%	8,738	31%	6,570	29%	4,972	18%
State		14,255	66%	15,527	66%	12,376	44%	10,547	46%	15,884	58%
Local		1,964	9%	1,718	7%	1,899	7%	1,797	8%	2,086	8%
BART "feeder bus"		2,686	12%	2,802	12%	3,050	11%	3,050	13%	2,900	11%
Interest & Other		84	0%	86	0%	6	0%	382	2%	6	0%
<u>Total Non-operating Sources:</u>		<u>19,336</u>	<u>89%</u>	<u>21,307</u>	<u>91%</u>	<u>26,069</u>	<u>92%</u>	<u>22,346</u>	<u>97%</u>	<u>25,848</u>	<u>94%</u>
Total Operating Revenues:		21,659	100%	23,374	100%	28,203	100%	22,999	100%	27,597	100%
EXPENDITURES											
Purchased Transportation		12,580	58%	13,678	59%	16,832	60%	14,097	61%	15,900	58%
Materials and Supplies		2,948	14%	3,393	15%	3,944	14%	2,274	10%	4,444	16%
Salaries & Benefits		4,220	19%	4,339	19%	5,175	18%	4,781	21%	5,069	18%
Services		707	3%	927	4%	1,103	4%	932	4%	1,092	4%
Casualty and liability insurance		566	3%	571	2%	619	2%	556	2%	576	2%
Utilities		171	1%	175	1%	156	1%	194	1%	193	1%
Other		467	2%	292	1%	374	1%	165	1%	323	1%
<u>Total Operating Expense:</u>		<u>21,659</u>	<u>100%</u>	<u>23,375</u>	<u>100%</u>	<u>28,203</u>	<u>100%</u>	<u>22,999</u>	<u>100%</u>	<u>27,597</u>	<u>100%</u>
KEY PERFORMANCE INDICATORS											
Passengers		1,946		1,551		2,300		853		1,072	
Revenue Hours		196		211		285		168		217	
Revenue Miles		2,585		2,831		3,540		2,373		2,837	
Gallons of Diesel Fuel		540		521		540		410		525	
Gallons of Gasoline		110		129		140		100		132	
FTEs		175		184		188		158		185	
Average # ECCTA Positions		37.0		38.0		37.0		37.0		37.0	
FINANCIAL RATIOS											
\$/Passenger		\$11.13		\$15.07		\$12.26		\$26.96		\$25.74	
\$/Rev Hour		\$110.51		\$110.78		\$98.96		\$136.90		\$127.18	
\$/Rev Mile		\$8.38		\$8.26		\$7.97		\$9.69		\$9.73	
\$/Gallon Diesel		\$2.43		\$2.52		\$2.43		\$2.14		\$4.75	
\$/Gallon Gasoline		\$3.07		\$2.62		\$2.41		\$2.94		\$3.25	
\$ Sal&Ben/Employee ECCTA (\$000s)		\$114		\$114		\$140		\$129		\$137	

FY 2021 - 2022 Operating Budget
Eastern Contra Costa Transit Authority

FY 2021-22 Capital Budget
Eastern Contra Costa Transit Authority

	Local Match	Total Cost
Hydrogen Fueling Station (if awarded competitive grant)	\$2,501,457	\$7,216,156
Replace 8 fixed-route diesel buses	\$1,152,000	\$5,933,521
25 Tri MyRide Bus Expansion (if awarded competitive grant)	\$440,000	\$2,200,000
Replace 2 maintenance trucks	\$10,000	\$85,000
TOTAL	\$4,103,457	\$15,434,677